

NEW EMPLOYEE INFORMATION

To be completed by employee

PERSONAL INFORMATION

Name: _____

Phone Number: (____)_____

Address: _____

Hire Date: _____

Emp. #: _____

Social Security Number: _____ - _____ - _____

Date of Birth: ____/____/____

Sex – check one: Male Female

Marital Status – check one: Single Married Separated Divorced Widowed

Spouse's Name: _____

EMERGENCY INFORMATION

Faculty and staff are asked to have at least two emergency contacts. We encourage two contacts who do not live in the same home, e.g. a spouse and a neighbor or a spouse and an adult child living away from home. We also encourage emergency contacts be those who live in the greater Omaha area and thus could easily assist.

In case of an emergency during working hours, please notify:

Name: _____ Relationship: _____

Phone Number: (____)_____

Name: _____ Relationship: _____

Phone Number: (____)_____

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RACE AND ETHNICITY

1. Do you consider yourself to be Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race?

Yes

No

2. In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.